



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Scheduler</b>		
<b>Department:</b>	<b>Jail System</b>	<b>Reports To: (Title)</b>	<b>Captain of Specialized Services</b>
<b>Effective Date:</b>	January 2016	<b>Revision Dates:</b>	November 2021
<b>Wage Category:</b>	<input type="checkbox"/> <b>Exempt</b>	<input checked="" type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	<b>Administrative Support</b>	<b>Union Classification:</b>	<b>N/A</b>

### POSITION SUMMARY:

Develops and maintains the custody schedule for a 24/7 operation. Ensures all operational needs are met for the facility. Performs paraprofessional work related to custody operations, schedules, and confidential matters while ensuring that necessary follow-up actions are completed. Performs all duties with minimal supervision and direction.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

- Maintains and posts correctional officer schedules for all three (3) shifts, meeting the minimum operational needs of the facility within the parameters of the collective bargaining agreement.
- Maintains and posts schedules for Sergeants for all three (3) shifts in accordance with the operational needs of the facility.
- Maintains staff absentee records and tracks compliance with the Teamsters Time & Attendance Matrix.
- Prepares disciplinary documentation for time and attendance violations.
- Ensures daily coverage requirements are met. Takes proper steps to fill last minute vacancies in accordance with collective bargaining agreement.
- Generates employee reports for abusive attendance practices.
- Compile, track and analyze various statistical reports as required i.e. OT/Draft, sick time usage.
- Grants/denies benefit time and maintains proper records of all time used and denied.
- Researches, analyzes and recommends schedule/shift changes that would benefit as well as meet operational needs of the facility.
- Responsible for paperwork concerning all shift/area transfers requested in accordance with the CBA. Notifies appropriate areas of transfers.
- Communicates with employees' supervisors, human resources, and payroll as needed.
- Maintains computer scheduling program.
- Serves as backup with processing of payroll functions for OSIII Custody.
- Performs other duties as assigned or required.

#### ***Non-Essential Functions***

None

## **MINIMUM EDUCATION AND EXPERIENCE:**

- Possess a high school diploma or a G.E.D. Certificate from an accredited agency.
- Scheduling and administrative experience required
- Any equivalent combination of education and experience which provides for the required knowledge, skills and abilities

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Possess advanced computer literacy with word processing, database management, financial management and spreadsheet applications and ability to operate other office equipment used in the performance of duty
- Be capable of communicating effectively (orally and written) using the English language
- Excellent knowledge of general office practice and Business English
- Knowledge of law as it pertains to County government
- Ability to learn and become familiar with the correctional facility terminology as well as all collective bargaining agreements, and the ability to apply the information as necessary.
- Ability to organize well while handling multiple tasks
- Ability to deal effectively with the public and government officials
- Demonstrated proficiency in the use of Microsoft Word and advanced knowledge in Excel.
- Ability to work flexible hours as needed
- Ability to understand and carry out complex oral and written directions
- Ability to maintain cooperative working relationships with those contacted in the performance of duties, to include all other employees
- Ability to work with minimal supervision and to demonstrate motivation and initiative.
- Ability to learn the operating practices of county government
- Ability to pass all pre-employment testing procedures
- Participate and adhere to employee drug testing procedures
- Ability to plan and lead work of subordinate Office Support Staff
- Ability to demonstrate the preparation of an accurate written account of events including meetings, hearings, etc.
- Ability to handle stress
- Physical presence in the facility is required

## **PHYSICAL DEMANDS:**

### ***Essential Functions***

- Ability to lift and carry files and office documents (up to and including 25 lbs.)
- Ability to traverse stairs regularly
- Ability to reach overhead at full arm's length regularly
- Ability to pull grill gates and doors (up to 30 lbs.) at least three times daily
- Ability to sit/stand for up to 2 hours at a time without a break
- Ability to ambulate frequently to all the departments and units of the jail
- Ability to sit at your workstation and perform any or a combination of your duties for up to 2 hours at a time without a break
- Ability to type, enter, and access data at an automated workstation for up to 2 hours at a time without a break
- Ability to handle/operate all security, safety, maintenance, and other equipment relevant to the position, including but not limited to keys, radios, telephones, computers, copiers, vehicle, etc.

### ***Non-Essential Functions***

None

**WORKING ENVIRONMENT:**

- Requires working within the confines of a secure correctional facility
- Requires working in loud, small, and communal workspaces
- Requires working in an environment where personal safety may be of concern
- Requires working in an environment where there is the possibility of foul odors

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

*All non-Collective Bargaining Agreement employees are "AT WILL" employees, which means that the employer or employee can end the employment relationship with or without cause. Nothing in an employee handbook, the Standard Operating Procedures, or any other policy or guideline pertaining to employment or conditions of employment is intended to change or alter the "AT WILL" status of employment.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

\_\_\_\_\_  
*Date*

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*Signature of Supervisor*

\_\_\_\_\_  
*Date*

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